

## ARBER BATCH UPLOAD INSTRUCTIONS

January 30, 2009

All applicants for batch uploading must successfully process a test file before gaining permission to upload all of their equipment information to the ARBER database (ARBER PRODUCTION). The test will be run on a separate test site (ARBER TEST). If you have any questions on the following instructions, please contact the TRU toll-free hotline at 1-888-878-2826, or send an email to [arber@arb.ca.gov](mailto:arber@arb.ca.gov).

### 1. Submit a [batch upload application](#):

You will receive an email from with your user id and default password for ARBER TEST after your batch upload application is received and processed. Your company profile will be created in ARBER TEST. If the file you submit in Step 2 processes correctly, your information will updated on the ARBER production site and you will have permission to upload files for processing on ARBER PRODUCTION.

### 2. Prepare a test file for uploading:

You must have a programmer familiar with XML coding prepare your file for uploading. If you are unfamiliar with XML schemas and how to run or validate them; the basic process is described on the batch upload page. If you do not have the technical personnel to help with this process, we have provided a link to the State of California's [list of contractors](#) that have gone through the [CMAS process](#). We are not endorsing any of these contractors. You must do your own investigation to determine if they can provide the services you need, the batch upload page and these files will help you determine this.

- a. Download the latest schema from the ARB ARBER [batch upload page](#) (release notes are at the top of the file).
- b. Download the sample input and results files.
- c. Read the sample input and results file descriptions:

These sample files are for owner/operators (you own all of the equipment you will be uploading to the system):

OwnerOperator\_newDataResponse.xml - ARBER system response XML data file for the input file (item 1).

OwnerOperator\_updateData.xml - Data file with uploading / owner operator company data. Input file to ARBER system for updating existing data (e.g. adding terminals to existing owner operator / uploading company).

Managed\_updateDataResponse.xml - ARBER system response XML data for the above step (e.g.: successfully inserted terminals/users data has "tracenums" numbers).

OwnerOperator\_newData.xml - Data file containing a uploading company / owner operator data. Input XML data file for ARBER system with a new set of data (The data does not exist in the ARBER system).

OwnerOperator\_updateDataResponse.xml - ARBER system response XML data for the above step.

These files are for companies (consultants or trade organizations) that will be uploading data for another company). The Managing Company must have a "[Third-Party Agreement](#)" in place with the equipment owners EIN and signature.

Managed\_newData.xml - Data file containing a managed company data. Typically a managing company (IANA) input file for ARBER system with a new set of data (The data does not exist in the ARBER system).

Managed\_newDataResponse.xml - ARBER system response XML data file for the input file (item 1).

Managed\_updateData.xml - Data file with managed company data. Input file to ARBER system for updating existing managed company data (e.g. adding terminals to existing managed company).

d. Prepare a sample input file with anywhere between 10 and 100 pieces of equipment.

3. Login to ARBER TEST (after receiving your confirmation email) and click on the "batch" tab at the top of the page. Load your test file for processing.
4. Your results file(s) will be available within 24 hour of the upload.
5. Read errors in the results files carefully and correct your file for re-upload.
6. When you have successfully uploaded an entire file, send an email to [arber@arb.ca.gov](mailto:arber@arb.ca.gov). Your results will be checked by an administrator who will move your company profile and user account to ARBER PRODUCTION.